

NOTICE FOR QUALIFICATIONS

NFQ #2016 – 006

AS-NEEDED THIRD PARTY REVIEW OF ENGINEERING DESIGN

Issue Date: June 20, 2016 **Due Date:** July 5, 2016

The City of Cincinnati through its Department of Sewers (the “City”), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (“MSDGC”), under that certain agreement between the City and the Board of County Commissioners of Hamilton County, Ohio, is requesting qualifications from professional engineering firms in order to establish a list of pre-qualified professional engineering firms to provide **as needed third party review** of Engineering Designs performed by other Engineering Consultants.

Placement on the pre-qualified vendors' list ("the List") does not guarantee that the company will receive any work from the City, nor does it imply that the company has any type of procurement relationship with the City either now or in the future. Quotes or proposals will be solicited from the vendors on the List following the applicable established City procurement procedures.

The List is effective for one year, unless it is cancelled by Chief Procurement Officer in writing. The City intends to place no more than ten firms of the List. Upon or around the expiration date or the cancellation of the List, the City may issue a new Notice for Qualifications to refresh the list.

PURPOSE

The purpose of this project is to provide professional engineering services for performance of a Third Party Engineering Evaluation (TPEE) of work prepared by MSDGC Design Consultants (“Design Consultants”).

MSDGC has ongoing projects in differing stages from design conceptual planning through detailed 100% plans and specifications. When requested, the TPEE firm will review a proposed project's scope and approach, and provide comments or recommendations as described more specifically below. The TPEE firm's review and comments or recommendations regarding any of the Design Consultants' work product shall not relieve Design Consultants of complete and sole responsibility for the professional and technical accuracy of their work or services rendered including compliance with all regulation, policies, codes and laws applicable thereto. Both MSDGC and the City understand that as a part of these services, the TPEE firm is not responsible for design work or making project decisions.

THIRD PARTY ENGINEERING EVALUATION SERVICES

1. REVIEW ACTIVITY by TPEE

- a. At the start of each project review, a meeting with MSDGC's Wastewater Engineering (WWE) Project Manager (and others as needed) to review the project. The MSDGC Project Manager will provide the TPEE Team with a defined purpose and intent for each project to be reviewed and other applicable criteria that shall be considered during the course of the planning/design activities.
- b. MSDGC will provide the TPEE firm with DVDs of the Design Documents and all supporting information (BCE's, Preliminary Engineering Reports, Modeling Reports, Drawings, etc.) and a site visit may occur as necessary.

- c. MSDGC will provide the TPEE firm with a scope and time period for each project review. TPEE firm will have a specified time period between 4-15 business days to review the Design Documents for a project and provide a response. More complex projects may require more time for review and recommendation development but the average time will be 4 days to review.
- d. For each project reviewed, the TPEE deliverable will either:
 - (1) Confirm that the Design Consultant's approach meets or exceeds all requirements for the suggested design effort and if the approach and proposed solution are consistent with Consent Decree requirements (if applicable), industry standards, and the purpose and intent of the original project, or
 - (2) Inform MSDGC of recommendations to improve, adjust, refine, or revise the project's design.
- e. All deliverables will be sent to the Sewers Chief Engineer.
- f. Subject matter expertise is requested from TPEE firm for the following areas of practice. Respondents shall demonstrate specific experience applicable to MSDGC's subject matter expertise needs in one or more of the specific areas listed below. More detailed resumes may be requested from MSDGC on a project-by-project basis.
 - o Alternatives Analyses for Business Case Evaluations
 - o Wastewater Collection System Design
 - o Hydraulic Modeling of Sewer Conveyance Projects
 - o Green Infrastructure and Source Control Design
 - o Planning and Detailed Design Modeling of Green Infrastructure
 - o Hydraulic Modeling for Storm Conveyance Systems
 - o Wastewater Treatment and Pumping Design
 - o Process Modeling of Wastewater Treatment Plants
 - o Wet Weather Facility Design including storage, real-time control, and high rate treatment facilities
 - o Construction Sequencing Plans and Approaches
 - o Integrated Planning of Utility Related Projects
 - o Alternative Procurement Strategies such as Design Build, etc.

2. RECOMMENDATIONS

If necessary, the TPEE firm shall prepare a summary of recommendations documenting the results of the review and submit it within fifteen (15) business days of receiving the Design Documents. The TPEE's recommendations will include documentation of the study and information on the process taken throughout design by MSDGC and the Design Consultant for the development of the current design. One hard copy signed by a Professional Engineer and one electronic copy on CD of the recommendations will be provided to MSDGC.

3. HOW TO APPLY?

Interested engineering professionals may email their Statements of Qualifications (SOQs) to msd.procurement@cincinnati-oh.gov or may send one hard-bound copy accompanied by an electronic copy of their SOQs, as a PDF computer-readable electronic copy (on CD, DVD, or flash drive) to Patrick Duhaney, Chief Procurement Officer, Department of Finance – Purchasing Division, Two Centennial Plaza, Suite 234, 805 Central Avenue, Cincinnati, Ohio 45202. If electing to submit the SOQ via email, please include the following in the email subject line when submitting the SOQ: As-Needed Pipeline and Source Control Infrastructure Engineering Services. Contact msd.procurement@cincinnati-oh.gov with written questions concerning this notice. The City will use this file to select qualified firms, on an as-needed basis, to perform third party reviews of Engineering Designs performed by other Engineering Consultants. The estimated fees for the TPEE work will be less than \$50,000. The list will be in effect for one year.

SOQs are due by July 5, 2016 at 1:30 PM ET. Late SOQs will not be accepted.

4. STATEMENTS OF QUALIFICATIONS SHALL INCLUDE:

- A. Information about the firm's history;
- B. Education, technical training, and experience of key personnel;
- C. Past performance of the firm on other projects requiring related skills. The firm shall list up to three projects requiring related skills performed by the firm in the last five years. The following information should be included for each project:
 - Project owner, name of project and location;
 - Brief description of the project;
 - Year completed or anticipated completion date;
 - Overall cost of services;
 - Other relevant information about the project and the firm's services;
 - Reference contact person and phone number;
- D. The firm's past experience with MSDGC, if any.

The format of the SOQ must be as outlined above. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 15 single-sided pages, not including cover pages and resumes. Advertising or sales-based literature, information, or data is **NOT ACCEPTABLE** as a representation of statements of qualification.